



Sheryl L. Loesch
Clerk of Court

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK**

**Tel.: 407-835-4222
Fax: 407-835-4228**

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PUBLIC NOTICE

Policy on Sensitive Information in Case Files Accessible Through PACER

Effective November 4, 2002, the Middle District of Florida enhanced its **Public Access to Court Electronic Records (PACER)**¹ service by providing electronic access to the Court's imaged civil case documents (with the exception of Social Security cases). The Judicial Conference of the United States adopted a national policy to protect a litigant's sensitive information while providing for more efficient access to court case files. Please note that under Judicial Conference policy, imaged documents in criminal cases are presently excluded from PACER.

In compliance with the Judicial Conference policy, parties shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all pleadings and other civil papers, including exhibits, filed with the Court:

- ▶ **Social Security Numbers.** If an individual's social security number must be included in a document, only the last four digits of that number should be used.
- ▶ **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of the child should be used.
- ▶ **Dates of Birth.** If an individual's date of birth must be included in a document, only the year should be used.
- ▶ **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

The responsibility for omitting or redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filings for compliance with this rule. A party having a legitimate need for the above information may obtain it through the ordinary course of discovery without further order of the Court.

This policy does not create a private right of action against the Court, the Clerk of Court, counsel, or any other individual or entity on behalf of any individual or entity that may have identifying information erroneously included in a filed document that is made available on PACER.

¹ PACER is an electronic public access service that allows users to obtain case information from the federal courts. PACER is a service of the United States Judiciary, provided by the Administrative Office of the United States Courts. PACER allows a registered user to access case information through the Internet or a dial-up connection. For more information, please visit pacer.flmd.uscourts.gov.